



Job Opportunity

State Controller's Office

Position: Staff Services Analyst (General)
Limited Term/Full Time, 18 months

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: September 21, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-5157-050
Ref 0921.RPT1

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by a Staff Services Manager I, the incumbent will be responsible for implementing program changes and procedures for functions related to the Unclaimed Property Program. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Implement recommendations and procedures adopted by management in the discharge of program duties for the Bureau;
- Collect data related to the Reporting Program and offer recommendations to senior management for modifications to program operations in accordance with established criterion from laws governing the escheatment of Unclaimed Property;
- Conduct research and analysis of program information to identify problem areas of the reporting process;
- Define problems encountered with the escheatment of unclaimed property;
- Provide input in writing issue papers with program descriptions, background, statistics, and alternatives to resolve identified issues and present completed staff work to management;
- Assist with the preparation of management reports detailing the disposition of pending reports and status updates regarding identified discrepancies in said reports;
- Develop and maintain a method of monitoring reports and provide a tally sheet to the immediate supervisor for inclusion in a report to the Division Chief;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Assist with the development of project plans, identifying procedural discrepancies/reporting errors and the appropriate resolution to be presented to management for consideration;
- Act as a staff resource by providing professional level responses to holders regarding sensitive issues;
- Assist in providing responses to legislators, attorneys, and corporate executives affected by California's Unclaimed Property Law and the Program;
- Assist in the design and development of educational pamphlets and brochures addressing program activities and the responsibility of Unclaimed Property Bureau;
- Coordinate with managers and supervisors to provide support for the tracking of amnesty reports and the accounting of funds;
- Gather, review, and summarize customer surveys received through the Controller's website.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0921.RPT1, 051-550-5157-050 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).